

Comptroller

21 November 1957

Chief, Fiscal Division

Reimbursement for services rendered to the National Security Council by the Central Intelligence Agency

1. Reference is made to the Memorandum of Agreement between the National Security Council and the Central Intelligence Agency relating to the cost of services rendered the Council by the Agency and your request upon the accompanying Official Routing Slip, dated 5 November 1957. Accordingly, the following is considered an equitable allocation of costs for services performed for N. S. C. by the Fiscal Division during the First Quarter of Fiscal Year 1958 which is based upon observations made over a thirty-day period:

A. Claims Branch:

Services of this Branch required 4 hours per month at a composite hourly rate of \$8.75 \$105.00

B. Fiscal Processing Branch:

Services of this Branch required 7½ hours per month at a composite hourly rate of \$19.40 435.00

C. Travel Branch:

Services of this Branch required 12 hours per month at a composite hourly rate of \$2.50 90.00

D. Payroll Branch:

Services of this Branch required 65 hours per month at a composite hourly rate of \$1.90 370.00

E. Disbursing Office:

No charge

F. Accounting Branch:

Reporting Unit

2 hours per month at a composite hourly rate of \$6.65 \$ 40.00

Allotment Ledger

2 hours per month at a composite hourly rate of \$8.40 50.00

General Ledger

16 hours per month at a composite hourly rate of \$3.00 145.00

235.00

G. <u>Administrative Charges:</u>	
1½ hours per month at a composite hourly rate of \$26.61	\$120.00
H. <u>Machine Records:</u>	
Payrolling Cost	<u>40.00</u>
Total Normal Quarterly costs	\$1,395.00
I. <u>Special Charges:</u>	
Cost during 1st Quarter for determining Property Inventory and procedures developed for New Accounting System	<u>340.00</u>
Total costs for 1st Quarter	<u>\$1,735.00</u>

2. From the foregoing it will be noted that we estimate that quarterly costs will normally amount to \$1,395 but that for the 1st Quarter of this year an additional amount of \$340 is included to cover nonrecurring Special Costs shown in "I" above which does not include costs of the Technical Accounting Staff which devoted considerable time to the property inventory and procedural development. Although the special costs will be nonrecurring to that extent there will be some costs for the physical inventory to be made annually.

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